

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER PR-OARM-15-00359		PAGE OF 1 25	
2. CONTRACT NO. GS-23F-0025K		3. AWARD EFFECTIVE DATE		4. ORDER NUMBER EP-G15H-00933		5. SOLICITATION NUMBER RFQ-PR-OARM-417756	
7. FOR SOLICITATION INFORMATION CALL:		8. NAME Esther Kim		9. TELEPHONE NUMBER (No collect calls) 202-564-2957		6. SOLICITATION ISSUE DATE 02/05/2015	
9. ISSUED BY HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: 541611 SIZE STANDARD: \$14.0			
11. DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO Angie Tenner Tenner.angie@Epa.gov 202-564-2807 ACOR: Lance Swanhorst		16. ADMINISTERED BY HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		14. METHOD OF SOLICITATION <input type="checkbox"/> RFP <input type="checkbox"/> IFB <input type="checkbox"/> RFP		17a. CONTRACTOR/OFFEROR BOOZ ALLEN HAMILTON INC. ATTN: HEATHER TEED 8283 GREENSBORO DRIVE MCLEAN VA 221023838	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18a. PAYMENT WILL BE MADE BY RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		25. ACCOUNTING AND APPROPRIATION DATA See Schedule	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,738,250.42			
DUNS Number: (b)(4)		Bridge contract for FMSD Technical Support Services in accordance with the attached SOW (EP09H001686) and vendor's submission dated 02/12/2015.					
This T&M task order is incrementally funded; the contractor may not exceed the funded value of the contract, or the individual line items, without prior written approval from the Contracting Officer. The contractor shall not incur any costs (Use Reverse and/or Attach Additional Sheets as Necessary)							
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT: REF. P#: 0009-0718-00 OFFER DATED 02/12/2015. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: ALL			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print) Alan Falk, Vice President		30c. DATE SIGNED 2/25/2015		31b. NAME OF CONTRACTING OFFICER (Type or print) Esther Kim		31c. DATE SIGNED 2/26/2015	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>in excess of the funded ceiling of the order. In the event the funded ceiling is reached, work shall stop until additional funding can be added.</p> <p>Travel shall be billed and reimbursed in accordance with Federal Travel Regulation. Travel shall not exceed the ceiling amounts set forth on clauses and vendor's quote.</p> <p>TOCOR: Angie Tenner</p> <p>Period of Performance: 02/27/2015 to 08/26/2015</p>				
0001	<p>Base Period: Labor, Travel and ODC</p> <p>Accounting Info: 15-16-B-51E8-ZZZGF2-2587-1551NW8011-001 BFY: 15 EFY: 16 Fund: B Budget Org: 51E8 Program (PRC): ZZZGF2 Budget (BOC): 2587 DCN - Line ID: 1551NW8011-001 Funding Flag: Partial Funded: \$120,000.00</p>				823,667.49
0002	<p>Option Period I: Labor, Travel and ODC (Option Line Item)</p>				146,200.14
0003	<p>Option Period II: Labor, Travel and ODC (Option Line Item)</p>				147,920.20
0004	<p>Option Period III: Labor, Travel and ODC Continued ...</p>				154,294.03

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-23F-0025K/EP-G15H-00933PAGE OF
3 25

NAME OF OFFEROR OR CONTRACTOR

Booz Allen Hamilton Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(Option Line Item)				
0005	Option Period IV: Labor, Travel and ODC (Option Line Item)				152,474.31
0006	Option Period V: Labor, Travel and ODC (Option Line Item)				155,277.35
0007	Option Period VI: Labor, Travel and ODC (Option Line Item)				158,416.90
	The obligated amount of award: \$120,000.00. The total for this award is shown in box 26.				

CLAUSES

The following clauses will be incorporated into the issued contract, as well as all provisions and clauses in BOOZ ALLEN HAMILTON INC.'s GSA schedule contract GS-23F-0025K.

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/FAR/>. or <http://www.gpoaccess.gov/ecfr/>.

COVENANT AGAINST CONTINGENT FEES (FAR 52.203-5) (APR 1984)

ANTI-KICKBACK PROCEDURES (FAR 52.203-7) (OCT 2010)

SYSTEM FOR AWARD MANAGEMENT (FAR 52.204-7) (JUL 2013)

LIMITATION OF GOVERNMENT LIABILITY (FAR 52.216-24) (APR 1984)

ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (FAR 52.223-18) (AUG 2011)

NONDISPLACEMENT OF QUALIFIED WORKERS (FAR 52.222-17) (JAN 2013)

COMBATING TRAFFICKING IN PERSONS (FAR 52.222-50) (FEB 2009)

ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (FAR 52.223-18) (AUG 2011)

LIMITATION OF FUNDS (FAR 52.232-22) (APR 1984)

UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (FAR 52.232-39) (JUN 2013)

ORGANIZATIONAL CONFLICTS OF INTEREST (EPAAR 1552.209-71) (MAY 1994)

PROJECT EMPLOYEE CONFIDENTIALITY AGREEMENT (EPAAR 1552.227-76) (MAY 1994)

GOVERNMENT-CONTRACTOR RELATIONS (EPAAR 1552.237-76) (JUN 1999)

TECHNICAL DIRECTION (EPAAR 1552.237-71) (AUG 2009)

(a) *Definitions.*

Contracting officer's representative (COR), means an individual appointed by the contracting officer in accordance with Agency procedures to perform specific technical and administrative functions.

Task order, as used in this clause, means work assignment, delivery order, or any other document issued by the contracting officer to order work under a service contract.

(b) The contracting officer technical representative(s) may provide technical direction on contract or work request performance. Technical direction includes:

(1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general descriptions of work shifts emphasis among work areas or tasks; and

(2) Evaluation and acceptance of reports or other deliverables.

(c) Technical direction must be within the scope of work of the contract and any task order there under. The contracting officer technical representative(s) does not have the authority to issue technical direction which:

(1) Requires additional work outside the scope of the contract or task order;

(2) Constitutes a change as defined in the "Changes" clause;

(3) Causes an increase or decrease in the estimated cost of the contract or task order;

(4) Alters the period of performance of the contract or task order; or

(5) Changes any of the other terms or conditions of the contract or task order.

(d) Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. The contracting officer will be copied on any technical direction issued by the contracting officer technical representative.

(e) If, in the contractor's opinion, any instruction or direction by the contracting officer technical representative(s) falls within any of the categories defined in paragraph (c) of the clause, the contractor shall not proceed but shall notify the contracting officer in writing within 3 days after receiving it and shall request that the contracting officer take appropriate action as described in this paragraph. Upon receiving this notification, the contracting officer shall:

(1) Advise the contractor in writing as soon as practicable, but no later than 30 days after receipt of the contractor's notification, that the technical direction is within the scope of the contract effort and does not constitute a change under the "Changes" clause of the contract;

(2) Advise the contractor within a reasonable time that the government will issue a written modification to the contract; or

(3) Advise the contractor that the technical direction is outside the scope of the contract and is thereby rescinded.

(f) A failure of the contractor and contracting officer to agree as to whether the technical direction is within the scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto, shall be subject to the provisions of the clause entitled "Disputes" in this contract.

(g) Any action(s) taken by the contractor, in response to any direction given by any person acting on behalf of the government or any government official other than the contracting officer or the contracting officer technical representative, shall be at the contractor's risk.

(End of Clause)

CUSTOM CO ADDED COR RESPONSIBILITIES AND LIMITATIONS

The responsibilities and limitations of the COR are as follows:

- (1) The COR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COR is also responsible for the final inspection and acceptance of all reports, approving invoices, and such other responsibilities as may be specified in the contract. The COR may designate alternate COR(s) to act for the COR by naming such alternate(s) in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.
- (2) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes, which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COR. No such changes shall be made without the expressed prior authorization of the Contracting Officer.

KEY PERSONNEL (1552.237-72) (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

Senior Contracts Administrator –	(b)(4)
Senior Program Manager –	(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of Clause)

UNPAID FEDERAL TAX LIABILITY & FELONY CRIMINAL VIOLATION CERTIFICATION (EPA-H-09-107) (APR 2012)

(a) In order to meet the requirements of Sections 433 and 434 of Division E of the Consolidated Appropriations Act, 2012 (Pub.L. 112-74) and 2013 Continuing Appropriations Resolution (Pub.L. 112-175), the contractor shall provide the contracting officer a certification whereby the contractor certifies:

- (i) It is not a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months; and
- (ii) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial

and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(b) Failure of the contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the contractor ineligible for FY2012 or FY2013 contract funding.

(c) The contractor has a continuing obligation to update the subject certification as required.

(End of Clause)

TEMPORARY CLOSURE OF EPA FACILITIES (EPA-H-42-103) (MAY 2013)

(a)(1) The Environmental Protection Agency observes the following days as federal holidays. The term "Federal holidays" as used in this clause shall mean only the following enumerated days and any other days hereafter declared National holidays by the President of the United States. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

January 1 -	New Year's Day
January -	Third Monday - Martin Luther King Day
February -	Third Monday - Washington's Birthday
May -	Last Monday - Memorial Day
July 4 -	Independence Day
September -	First Monday - Labor Day
October -	Second Monday - Columbus Day
November 11 -	Veterans Day
November -	Fourth Thursday - Thanksgiving Day
December 25 -	Christmas Day

(2) Holiday observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in the contract.

(b)(1) EPA may close an EPA facility for all or a portion of a business day as a result of:

(i) Granting administrative leave to non-essential EPA employees (e.g., unanticipated holiday);

(ii) Inclement weather;

(iii) Failure of Congress to appropriate operational funds;

(iv) Any other day designated by Federal law, Executive Order or Presidential Proclamation; or

(v) Other reason as determined by the EPA (e.g., designated furlough day for federal workers).

(2) In such cases, Contractor personnel not determined by the Contracting Officer to be excepted (e.g., not performing mission-critical round-the-clock services/tasks) who are not already on duty at the facility shall not report to the facility. Such Contractor personnel already present shall be dismissed and shall leave the facility.

(3) The Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of mission-critical services/tasks already in operation or scheduled for performance during the period in which EPA employees are dismissed, and shall be guided by any specific instructions of the Contracting Officer or his/her duly authorized representative. In formulating instructions the Contracting Officer or authorized representative may consider recommendations from regional/local EPA facilities management/operations staff.

(c) When Contractor personnel services are not required or provided due to closure of an EPA facility as described in paragraph (b), the contract price will be adjusted as follows:

(1) For fixed-price contracts, deductions in the Contractor's price will be computed as appropriate for the particular firm fixed price contract in question, e.g.,

(i) The deduction rate in dollars per day will be equal to the per-month contract price divided by 21 days per month.

(In this example, the 21-days-per-month figure was calculated as follows:

365 calendar days/year – 10 Federal holidays – 104 Saturdays/Sundays = 251 days/12 months
= 20.92 days/month, rounded up to 21 days/month)

(ii) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the Contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, EPA shall not reimburse, as direct costs, salaries or wages of Contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site unless otherwise instructed by the Contracting Officer.

(End of Clause)

OPTION TO EXTEND THE EFFECTIVE PERIOD OF THE CONTRACT—TIME AND MATERIALS OR LABOR HOUR CONTRACT (EPAAR 1552.217-75) (APR 1984)

(a) The Government has the option to extend the effective period of this contract for 6 additional period(s). If more than sixty (60) days remain in the contract effective period, the Government, without prior written notification, may exercise this option by issuing a contract modification. To unilaterally exercise this option within the last 60 days of the effective period, the Government must issue written notification of its intent to exercise the option prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option.

(b) If the option(s) are exercised, the "Ceiling Price" clause will be modified to reflect a new and separate ceiling price of \$__ for the first option period and a new and separate ceiling price of \$__ for the second option period, as listed below:

Base Period	(b)(4)	Travel	(b)(4)	ODC	(b)(4)
Option Period I		Travel		ODC	
Option Period II		Travel		ODC	
Option Period III		Travel --		ODC	
Option Period IV		Travel	(b)(4)	ODC	
Option Period V		Travel --		ODC	
Option Period VI		Travel --		ODC --	
Total Ceiling Price	(b)(4)				

(c) The "Effective Period of the Contract" clause will be modified to cover a base period from ____ to ____ and option periods from ____ to ____ and ____ to ____, as listed below:

Base Period	02/27/2015 – 08/26/2015
Option Period I	08/27/2015 – 09/26/2015
Option Period II	09/27/2015 – 10/26/2015
Option Period III	10/27/2015 – 11/26/2015
Option Period IV	11/27/2015 – 12/26/2015
Option Period V	12/27/2015 – 01/26/2016
Option Period VI	01/27/2016 – 02/26/2016

(End of Clause)

CUSTOM CO ADDED TAX

The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.

CUSTOM

CUSTOM CO ADDED INVOICES – RTP FINANCE

Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order.

OR

Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email:

SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf

For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.

The FedEx/Commercial Courier address for invoices:

US EPA, RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham, NC 27711

Clauses Incorporated by Reference:

This order may incorporate one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these addresses:

<http://www.arnet.gov/far/>

<http://www.epa.gov/eam/fp12/ptod/epaar.pdf>

Personal Identity Verification of Contractor Personnel (FAR 52.204-9) (Sept 2007)

Continuity of Services (FAR 52.237-3) (Jan 1991)

Display of EPA Office of Inspector General Hotline Poster (EPAAR 1552.203-71) (Aug 2000) Deviation

Printing (EPAAR 1552.208-70) (Dec 2005) Deviation

Organizational Conflict of Interest Notification (EPAAR 1552.209-70) (Apr 1984)

Organizational Conflicts of Interest (EPAAR 1552.209-71) Alternate I (May 1994) Deviation

Treatment of Confidential Business Information (EPAAR 1552.235-71) (Apr 1984) Deviation

STATEMENT OF WORK ENVIRONMENTAL, SAFETY AND TECHNICAL SUPPORT FOR ARCHITECTURE, ENGINEERING, AND ASSET MANAGEMENT BRANCH (AEAMB)

INTRODUCTION

The Environmental Protection Agency's (EPA) Facilities Management and Services Division (FMSD) is responsible for real property, personal property, and facility life-cycle management of EPA's facilities and properties nationwide, including policy implementation, contract oversight, design, construction, space management, leasing, operations and maintenance, repairs and improvements, decommissioning, dismantlement, and disposal. The Architecture, Engineering, and Asset Management Branch (AEAMB) performs these activities with a diverse staff of architects, engineers, real estate specialists, and personal property management specialists. Each of these activities invariably involves environmental, safety and health, and related technical and management issues. With limited internal resources and expanding roles and responsibilities, AEAMB needs specialized expertise and support services to augment staff in carrying out its responsibilities.

The purpose and objective of this Order under a GSA schedule is to provide environmental, safety, and technical support to AEAMB in the conduct of a comprehensive facility and real and personal property management program. Technical assistance is required in the area of Program Management to identify, evaluate, track and analyze program planning and implementation tasks that encompass all areas of the program.

This Statement of Work (SOW) focuses on seven major support activities required to implement the requirements and conduct these activities:

- (1) Regulatory Management Support
- (2) Project Management, Architecture, and Engineering Support
- (3) Special Studies, Strategic Planning, and Implementation
- (4) Master Planning, Capital Planning, and Renewal
- (5) Environmental, Safety, and Health and Physical Security Compliance
- (6) Personal Property Management
- (7) General Support

REQUIREMENTS

Specific requirements, deliverables and due dates for Task Deliverables will be specified in a Technical Direction Letter (TDL) issued to the vendor by the Contracting Officer's Representative (COR). The TDL will specify which of the tasks contained in the statement of work is being ordered. The vendor shall not begin work on any of the tasks under this Task Order until a TDL has been received. TDLs provided to initiate work under this contract will describe the specific tasks being required, identify the types of personnel required to complete the task, provide an estimated level of effort required to complete the activity, and identify the due date of the deliverable.

Unless otherwise specified in this RFQ or the TDLs, the vendor shall furnish all necessary personnel, facilities, equipment, materials and services required for the performance of this contract. Other than the four individuals, in labor categories – Senior Program Analyst, Program Analyst, Junior Program Analyst, and Management Analyst – that will work on-site, as indicated under pricing. The majority of the work is to be performed in the Washington, DC area.

In all contact with the public and Government officials, vendor personnel shall identify themselves as vendor employees working under contract to the EPA. Vendor identification badge/visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings.

TASK DESCRIPTIONS

TASK 1: Regulatory Management Support

Environmental Due Diligence

AEAMB is periodically acquiring, transferring, or leasing real property to meet the demands of EPA. During these transitions, environmental liabilities and risks associated with the subject property must be managed properly to ensure compliance with the Community Environmental Response Facilitation Act (CERFA) and to avoid negative public comment such as having the Agency falsely accused of contaminating property.

AEAMB developed a protocol to assist with acquiring and transferring EPA real property known as the environmental due diligence process (EDDP). The EDDP consists of three phases. Phase I provides a snapshot of the environmental condition and potential environmental liabilities and risks at the subject property. Phase II confirms whether contamination is present on the subject property, based on the potential environmental concerns identified in Phase I,

through sampling. Phase III consists of characterization sampling, technology identification and selection, and remediation or decontamination of contaminated areas identified in Phase II.

To minimize or eliminate environmental liabilities or risks associated with EPA real property acquisitions, transfers, and leases the vendor will assist AEAMB with conducting Phase I EDDPs, providing oversight or follow-on support for Phases II and III, and technical support on federal, state, or local regulatory-related requirements.

Key activities under this task include, but are not limited to:

- Conducting pre-EDDP activities, including identifying key personnel, developing a schedule and an agenda, obtaining site specific information, and requesting that site personnel complete the pre-EDDP questionnaire.
- Coordinating and performing the Phase I EDDP, including conducting the site visit, property walk-through, interviews, and records review, and developing the draft and final reports.
- Conducting follow-on Phase II and III EDDP support or oversight, such as follow-on site visits, including estimating costs, reviewing technical work plans and reports, developing spending plans and schedules, and monitoring the progress of work performed by Phase II and III contractors.

National Environmental Policy Act (NEPA)

NEPA requires all federal agencies to abide by federal regulations, policies, and programs in accordance with appropriate environmental review and assessment activities. In addition, NEPA requires all federal agencies to evaluate environmental and socioeconomic consequences of major federal actions, and to conduct a procedural decision-making process that includes public input when addressing environmental impacts.

AEAMB is required to comply with all facets of NEPA on any facility- or property-related activities which are designated as major federal actions. To ensure AEAMB complies with NEPA the vendor will assist with NEPA awareness training, public outreach, technical support, preparation and review of NEPA documents, including environmental assessments (EAs), findings of no significant impacts (FNSIs), and categorical exclusions (CXs).

Key activities under this task include, but are not limited to:

- Developing training materials and conducting NEPA awareness training for EPA staff.
- Conducting reviews of Phase I EDDP reports to develop a baseline of potential environmental concerns and determine the necessity of executing the NEPA process.
- Preparing NEPA-related documents, including EAs, FNSIs, or CXs, as required to comply with the NEPA statute and regulations.
- Working closely with relevant organizations within EPA, e.g., the Office of Environmental Compliance Assurance (OECA) Office of Federal Activities (OFA) and the Office of General Counsel (OGC), to ensure the NEPA documents are technically defensible and compliant with Title 40 of the Code of Federal Regulations (CFR) Part 6, Procedures for implementing the National Environmental Policy Act, and assessing the environmental effects abroad of EPA actions.
- Assisting EPA with responding to public comments or questions related to the published FNSIs and EAs and with preparation of any statements of record.

Construction and Operational Permits

AEAMB manages numerous EPA facility-related projects, including new construction, renovations, operations and maintenance, repairs, decommissioning, and dismantlement. In managing these projects, AEAMB is faced with ensuring that contractors apply for and obtain all relevant federal, state and local environmental, safety and related construction and operational permits. Considering these permit requirements are not consistent across city, county, and state boundaries, it is paramount that every applicable permit be identified during the planning and design stage of these projects. The vendor will assist AEAMB with identifying all relevant federal, state and local construction and operational permits at EPA's facilities nationwide.

Key activities under this task include, but are not limited to:

- Conducting site visits to examine the site conditions and to meet with all relevant and appropriate personnel, including EPA employees, contractors, regulators, stakeholders, and local authorities.
- Reviewing key facility records, including building specifications and diagrams, equipment and infrastructure specifications, and the list of building materials.
- Developing a list of state and local construction and operational permits that are site specific, comparing existing facility permits to those required by federal, state, and local authorities, and otherwise ensuring that any EPA funded construction and operation activity meets the applicable Federal, State, and local requirements.
- Developing a report of findings based on observations from the permit reviews.

TASK 2: Project Management, Architecture and Engineering Support

AEAMB develops program of requirements (POR) documents, including technical scopes of work related to architecture and engineering (A&E) design activities. Environmental, safety and related issues such as fire protection, building materials and systems selection, sustainability, and seismic safety are increasingly important components of A&E activities, integral to a successful project. The POR provides a tool for EPA to convey its requirements to the A&E as well as sufficient information for the A&E to develop conceptual/preliminary designs. To ensure the A&E firm complies with the POR, the vendor will assist AEAMB with reviewing and commenting on documents provided by other contractors that are associated with the design phases of a project.

Key activities under this task include, but are not limited to:

- Reviewing and commenting on design diagrams, drawings and sketches, and specifications.
- Evaluating and validating cost estimates related to construction activities.
- Reviewing and validating permits required for construction.
- Reviewing and assessing design and construction schedules, and punchlist commissioning standards to determine their feasibility and adequacy.

AEAMB is continually evaluating and updating funding requirements to support real property and facility life-cycle management activities. Whether acquiring new property, leasing a new facility, or modifying or renovating existing facilities, the cost is always an issue, including costs to address environmental, safety and related issues. In an effort to minimize or eliminate facility management costs, the vendor will assist AEAMB with estimating costs and validating cost estimates developed by third parties.

Key activities under this task include, but are not limited to:

- Conducting independent cost estimates of projects.
- Validating EPA facility cost estimates related to facility life-cycle management.
- Performing value engineering support to ensure EPA design and construction projects yield the least life-cycle costs or provide the greatest value.
- Conducting baseline surveys or studies on the various stages of facility life-cycle management to benchmark the costs of doing business at each stage.

TASK 3: Special Studies, Strategic Planning and Implementation

Given the vast responsibilities AEAMB manages on a daily basis, it is critical that the organization have sufficient manpower, resources, and expertise available to carry out its mission. Activities such as accounting for environmental liabilities in accordance with the Office of Management and Budget standards or facility seismic safety monitoring programs continue to impact resources. In an effort to evaluate and periodically validate this information, the vendor will assist AEAMB through performing special studies, strategic planning and implementation in each of these areas.

Key activities under this task include, but are not limited to:

- Conducting studies on manpower levels and workloads to determine if manpower is adequate based on workloads.
- Conducting studies to determine if resources are adequate for staff to perform their duties in an effective and efficient manner.
- Conducting studies to determine if staff members possess the requisite expertise to perform all activities listed in their job description adequately.
- Conducting studies related to the ongoing development and implementation of the Strategic Lease and Asset Tracking Enterprise (SLATE) both at the local and national level, including related Computer Assisted Design and Drafting (CADD) and Computer Assisted Facilities Management (CAFM) activities.
- Conducting studies to identify opportunities for EPA to consolidate, share, and combine facility resources in an effort to reduce facility costs nation-wide.
- Conducting studies to identify opportunities to expand utilization of existing EPA facilities.
- Providing comprehensive results management and strategic planning support consistent with the Government Performance and Results Act (GPRA) and EPA's mission.

TASK 4: Master Planning, Capital Planning and Renewal

EPA's approximately 25,000 personnel and contractors occupy approximately 10 million square feet of space, including laboratories and offices, in 38 states nationwide. Despite the challenges, AEAMB and EPA have successfully met the office and laboratory needs of the Agency for many years. EPA manages its real property through facility master plans that describe the major characteristics of all real property and strategies for the utilization, retirement and disposal of those properties. These plans identify the property, its current use, potential use and other factors affecting its worth to EPA. These plans also identify planned capital improvements along with major upgrades and repairs.

EPA is continually faced with organizational changes and shifts in laboratory science and analyses that challenge successful asset management. Combined with leadership changes and competing and complex facility needs, AEAMB needs to periodically assess its asset management practices and develop processes to successfully continue to meet its customers' needs.

Key activities under this task include, but are not limited to:

- Performing master planning at the Agency's various offices, laboratories, and special facilities nationwide.
- Assessing asset management processes that include surveying AEAMB along the broad areas of asset management competencies. These asset management competencies shall include: a) asset inventory and condition assessment; b) asset mission value; c) capital planning and budgeting; d) implementation and execution; and e) performance assessment and improvement.
- Developing and prioritizing recommendations that will build upon the process assessment and understanding of existing EPA practices in the competency areas. The vendor will conduct high-level best practices review to identify the elements of "best in class" asset management programs that are appropriate. The criteria to be used will include, but are not limited to the following:
 - Impact to the organization
 - Changes in organizational structure
 - Resources, both financial and organizational
 - Return on investment
 - EPA mission alignment

TASK 5 - Environmental, Safety and Health, and Physical Security Compliance

The EPA owns or operates approximately 175 facilities nationwide, including office buildings and laboratories. While managing and operating these facilities, environmental, safety and health, and physical security compliance issues arise at the federal, state and local levels. Considering EPA's facilities are located in 38 states across 10 regions, it is imperative that EPA comply with all relevant and applicable environmental, safety and health, and physical security requirements. To ensure the Agency complies with these requirements, the vendor shall provide technical and programmatic support services to assist EPA with these demands.

Examples of these requirements, include, but are not limited to:

- Performing environmental regulatory analysis and technical research and assistance required for storage tank, cleanup, waste management, and construction projects
- Conducting assessments to determine that the Agency is in compliance with federal, state, local, and industry (where applicable):
 - environmental requirements, such as the Clean Air Act (CAA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Clean Water Act (CWA), Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Resource Conservation and Recovery Act (RCRA), and Toxic Substances Control Act (TSCA).
 - seismic and industry safety and health requirements, such as Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), The National Institute for Occupational Safety and Health (NIOSH) American Conference of Industrial Hygienists (ACGIH), American Society for Testing and Materials (ASTM), and American National Standards Institute (ANSI).
 - physical security requirements, such as Presidential Decision Directive 63 and GSA's Building Management Procedures and Directives.

TASK 6 - Personal Property Management

The Agency Property Management Officer is responsible for administering personal-property management within EPA-occupied facilities. AEAMB is requesting support to make

improvements to the EPA Property Management program and provide ongoing program support.

Based on the objectives for the program, EPA may request assistance with the following tasks:

- Assist with the development and drafting of Property Management Policy
- Provide Program Support to the AEAMB staff
- Develop and Conduct Audit Review Program for Accountable Areas
- Develop Training Program for Agency property officers
- Assist in the Implementation of the Property Management System Nationwide
- Establish Program Performance Measures
- Provide Conference Planning and logistical Support to the National Property Management Workshop
- Provide Communications and Outreach Support
- Provide Technical Support to the Accountable Areas

Each task identified will improve the EPA Property Management program in terms of efficiency and accountability. In addition, some of these tasks may require travel to some of the various accountable areas.

TASK 7 - General Support

AEAMB continually has changing and evolving requirements, based on the dynamics and diversity of their activities that cause priorities to be in a constant state of flux. As a result of these changing and evolving requirements, AEAMB needs the vendor to provide technical support services in a number of areas, including seismic safety, pollution prevention, policy and guidance development, and coordination and facilitation of program conferences and materials.

Key activities under this task include, but are not limited to:

- Identifying and recommending cost-effective pollution prevention initiatives for use in life-cycle facility management activities.
- Evaluating pollution prevention initiatives during the planning and design phase of building construction or renovations to determine their adequacy and overall impacts on the project.
- Developing internal guidance and Agency operational manuals (e.g., the EPA Facilities Manual, the Architect and Engineering Guidelines, and the Property Management Manuals) in support of core business processes.
- Assisting AEAMB with planning, scheduling, coordinating, and facilitating programmatic conferences, and developing conference materials.
- Providing training support including developing training needs analyses, preparing training courses, and delivering training to Agency personnel.
- Developing databases to support real time program management based on specific user needs, including mechanisms to effectively communicate program management data.
- Identifying and recommending cost-effective pollution prevention initiatives for use in life-cycle facility management activities.
- Evaluating pollution prevention initiatives during the planning and design phase of building construction or renovations to determine their adequacy and overall impacts on the project.
- Developing guidelines (e.g., 4800 series – Facilities Guidelines) in support of core business processes.

- Assisting AEAMB with planning, scheduling, coordinating, and facilitating programmatic conferences, and developing conference materials.
- Providing training support including developing training needs analyses, preparing training courses, and delivering training to Agency personnel.
- Developing databases to support real time program management based on specific user needs, including mechanisms to effectively communicate program management data.

DELIVERABLES / REPORTS / MEETINGS

The vendor shall submit all analyses, options, recommendations, reports, and training materials required under this task order in draft for critical review by the COR. The Government will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this task order and make the final decision on all vendor furnished recommendations. The vendor shall not publish or otherwise release, distribute, or disclose any work product generated under this task order without obtaining EPA's express written approval. When submitting material or reports that contain recommendations, the vendor shall:

- Explain or rank policy or action alternatives
- Describe procedures used to arrive at recommendations
- Summarize the substance of deliberations
- Report and dissenting views
- List sources relied upon
- Detail the methods and considerations upon which the recommendations are based.

The vendor shall not provide any legal services to EPA under this task order, absent express written advance approval from EPA's Office of General Counsel.

All draft and final written reports and graphic presentations shall be submitted to the EPA COR. The reports are to be provided as a hard copy and/or an electronic version, per the COR instructions. All deliverables are to be provided utilizing software that EPA has, the majority being Microsoft Word, Excel, and Power Point.

Final materials shall be provided as specified in the TDLs. For all presentations, the vendor shall submit a hard copy along with an electronic version. Electronically mailed files should follow specific requirements and schedules for submissions provided through the TDLs. All documents, whether draft or final, shall have version and date clearly identified and visible on/within the document.

The vendor shall contact the COR by telephone to discuss any problems that may adversely affect the work on this Task Order. The vendor shall plan to meet with the COR bi-weekly at the COR's office. In these meetings, the vendor shall completely review the status of all projects/TDLs and the plans for work during the next several weeks. The vendor will submit notes from these meetings documenting any discussion and decisions made that affect execution of the Task Order.

Monthly Progress Report

The monthly progress report is to be submitted with the invoice.

- (a) The vendor shall furnish electronically to the COR the combined monthly technical and financial progress report stating the progress made, including the percentage of each

- project completed, and a description of the work accomplished to support the price. The work on this report is to be broken down by technical direction letter (TDL) number and title. The estimated percentage of the tasks completed during the reporting period for each TDL is to be included.
- (b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
 - (c) The vendor shall provide a list of outstanding actions awaiting CO or COR approval, noted with the corresponding TDL.
 - (d) The report shall specify financial status at the contract/task order level as follows:
 - (1) For the current reporting period, display the amount claimed.
 - (2) For the cumulative period and the cumulative contract/task order life display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.
 - (3) Labor hours.
 - (i) A list of employees, their labor categories, and the numbers of hours worked for the reporting period and the cumulative amount for the contract/task order period.
 - (ii) Display the estimated direct labor hours and costs to be expended during the next reporting period.
 - (4) Display the current dollar ceilings in the contract/task order, net amount invoiced, and remaining amounts.
 - (5) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the contract.
 - (6) Average cost of direct labor. Compare the actual average cost per hour to date with the average cost per hour of the approved work plans for the current contract period.
 - (e) The report shall specify financial status at the TDL level as follows:
 - (1) For the current period, display the amount claimed.
 - (2) For the cumulative period display the amount shown on the TDL amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the work plan amount or latest work assignment or delivery order amount (which ever is later), less total amounts originally invoiced, plus total amount disallowed.
 - (3) Labor hours.
 - (i) A list of employees, their labor categories, and the number of hours worked for the reporting period and the cumulative amount for the TDL.
 - (ii) Display the estimated direct labor hours and costs to be expended during the next reporting period.
 - (iii) Display the estimates of remaining direct labor hours and costs required to complete each TDL.
 - (4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the TDL.
 - (5) Average cost of direct labor. Display the actual average cost per hour with the cost per hour estimated for each TDL.
 - (6) A list of deliverables for each TDL during the reporting period.
 - (f) This submission does not change the notification requirements under Limitation of Funds requiring separate written notice to the CO.
 - (g) Distribute reports electronically to the CO and the COR.